



Course Options

*Expanding dual enrollment and course choices
for Wisconsin public school students*

Information for Interested Students and Parents

OVERVIEW

Students enrolled in a Wisconsin public school district may apply to take up to two courses at a time at an Educational Institution at no cost to the student. Participating students remain enrolled in their resident school districts for the majority of their classes, and the resident school district is responsible for the cost of the course. NOTE: For full-time open enrolled students, the *district of attendance* is considered the *resident district* for Course Options.

EDUCATIONAL INSTITUTIONS

Students and parents may apply for Course Options at any of the following Educational Institutions in Wisconsin:

- Public schools in a nonresident school district
- Charter schools
- Technical colleges
- University of Wisconsin System
- Tribal colleges
- Nonprofit institutions of higher education
- DPI approved nonprofit organizations

HOW TO APPLY

Parents and students may obtain application forms from their school counselor or the Department of Public Instruction website:

<http://courseoptions.dpi.wi.gov/>

Interested students must apply to the Educational Institution in which the student wishes to take the course no later than six weeks before the scheduled start of the course. The application form must be received by the Educational Institution by that date; a postmark is not sufficient. Late applications will not be accepted. It is the responsibility of the parent and student to find out the starting date for the course.

RELEASE OF RECORDS

The student's parent is required to sign the application form (students who are 18 years of age or older may sign for themselves). By signing the form, the parent grants permission for the Educational Institution to request and obtain from the resident school district:

- records that are necessary to determine whether or not the student meets the prerequisites for the course.
- records relating to a student's expulsion and any pending disciplinary proceedings.

ACCEPTANCE OR REJECTION BY EDUCATIONAL INSTITUTION

No later than one week before the start of the requested course, the Educational Institution is required to notify the student and resident school board if the application is accepted or rejected. The Educational Institution may deny a Course Options application for the following reasons:

- Space is not available in the course.
- The student does not meet the Educational Institution's criteria for being admitted to the course.
- The student is not enrolled in a Wisconsin public school district.

ACCEPTANCE OR REJECTION BY RESIDENT SCHOOL DISTRICT

No later than one week before the start of the course, the resident school district is required to notify the student and the Educational Institution in writing if the application is denied and the reason.

The resident school district must deny a student's application if the requested course conflicts with the student's individualized education program (IEP).

The resident school district may deny a student's application only if:

- The requested course does not conform to or support the student's academic and career plan, if any.
- The requested course does not satisfy a high school graduation requirement under § 118.33.

NOTIFICATION OF THE STUDENT'S INTENT TO ATTEND THE COURSE

If notified that the requested course has been approved, the parent must notify both the Educational Institution and the

resident school district whether or not the student will attend the course by the last weekday (excluding state holidays) before the course is scheduled to start.

The student should work with the resident school district to have a plan in place, including possible alternative courses at the resident school, in case the student's application is denied by either the Educational Institution or the resident school district.

APPEALS

A student's parent may appeal the decision of an Educational Institution or a school board to the Department of Public Instruction within 30 days of the decision. The Department shall affirm the decision unless it is found to be arbitrary or unreasonable. The Department's decision is final.

TRANSPORTATION

Parents are responsible for transportation between the resident or full-time enrolled school and the Educational Institution.

Parents may apply for reimbursement of the transportation costs if the student and parent are unable to pay these costs. The DPI will determine the reimbursement amount and will give preference to students who are eligible for free or reduced price lunch under 42 USC 1758 (b).

A claim for transportation reimbursement must be submitted to the DPI no later than July 15 for courses attended during the previous school year.

The transportation reimbursement claim form is available from the DPI Course Options webpage:

<http://courseoptions.dpi.wi.gov/>

FREQUENTLY ASKED QUESTIONS

Q: How much does Course Options cost?

A: Course Options is free for students. Your resident school district will pay the cost of the course to the educational institution you attend.

Q: Can I take courses for both high school credit and college credit through Course Options?

A: Yes! As part of Course Options, eligible students can participate in a wide range of courses offered by technical colleges, the University of Wisconsin colleges and universities, and tribal and private colleges, as well as dual credit courses offered in conjunction with a high school. Check with your school counselor for more information.

Q: How many courses can I take through Course Options?

A: State law allows students to take up to two courses at any time through Course Options.

Q: Do I have to take both courses at the same place?

A: No. Student can take courses at different Educational Institutions, as long as no more than two courses are taken at the same time. However, it is your responsibility as a student to make sure that Course Options fits into your schedule.

Q: How do I find out what courses are available, when they are scheduled, and any course prerequisites?

A: Course information can be obtained directly from the Educational Institution you want to attend. You can also work with your school counselor to learn more about the range of opportunities available under this new program.

Q: Did Course Options replace Youth Options?

A: No. Youth Options is a separate state program that allows students to take courses at a technical college, the UW, or a private college, but it has different rules and regulations than Course Options. Check with your school counselor for more information about which program is right for you.

Q: Can private school students and students in home-based education programs participate in Course Options?

A: No. Course Options requires students to be enrolled in a public school district. However, separate statute allows private school students to take up to two high school courses per semester in the students' resident school district, and students enrolled in home-based education programs can take up to two courses in any grade in either the resident or a non-resident school district.

Q: Can students attending independent charter schools participate in Course Options?

A: No. Course Options is only available to students enrolled in a public school district.

Q: Can full-time open enrolled students participate in Course Options?

A: Yes. Full-time open enrolled students may participate in Course Options.

Q: Can I be denied entrance into a course based on my grades, prerequisites, or other academic criteria?

A: Yes, but only if those same criteria apply to non-Course Options students taking the course.

COURSE OPTIONS MATERIALS

Course Options materials, including forms, guidelines, answers to common questions, and the Course Options State Statute, are available online at:

<http://courseoptions.dpi.wi.gov/>

For additional information contact:

Your school counselor, local college admissions representative, or Kevin Miller, DPI Dual Enrollment Consultant at 608-267-3161 or 800-441-4563 or email at

Kevin.miller@dpi.wi.gov

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